

**DOD GUIDE**

**TO**

**PROCESSING**

**MASS APPRAISAL**

**UPLOAD/UPDATE PROCESSES**

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## Mass Appraisal Upload/Update Processes

This section outlines the steps to be taken to update appraisal information for Acquisition Workforce Demonstration Project employees.

1. Copy the file containing the appraisal transactions your hard drive noting the subdirectory you are placing it in. The appraisal file must be in the exact format as specified in **Figure 1** of this document. **Note:** Insure there are no blank lines at the bottom of the file before loading the file.
2. Log into DCPDS as a CIVDOD Personnelist or US Federal HR Manager.
3. Click on “Mass Actions” then “Mass Appraisals” and finally “Load Mass Appraisals”

Mass Appraisals Load

File Name  Bro... Status

**Appraisal Details**

Mass Appraisal Name

Description

Rating of Record Pattern  Summary levels 1, 2, 3, 4, and 5

Rating of Record Level  Level 5 Outstanding or equivalent

Date Appraisal Due

Appraisal Period

End Date

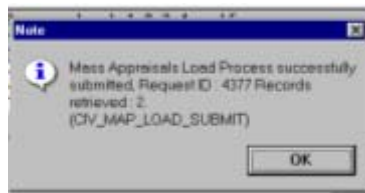
Load

4. The following screen will appear:
5. Under “File Name” you will need to type in the complete path to the file you copied to your hard drive (e.g., c:\Appr\_bk.txt). The name of the file must be in the standard DOS format; therefore, please be sure that it does not exceed 8 characters. It is best to put the file in either the root directory or the Temp directory. If the path to the file is too long it may not be found.
6. Provide an appropriate name for the “Mass Appraisal Name”. Make a note of the name you type in – you will use it later in the process.
7. Provide a description of the process in the “Description” field.
8. The system supplies a default value for the “Rating of Record Pattern” and the “Rating of Record Level”. You can change them as needed. (*For the Rating of Record Pattern, use A for Pass/Fail, H for 5 level rating system, etc.*) If the Rating of Record Level is left blank on this screen, the preview screen will auto-populate this field with same value that

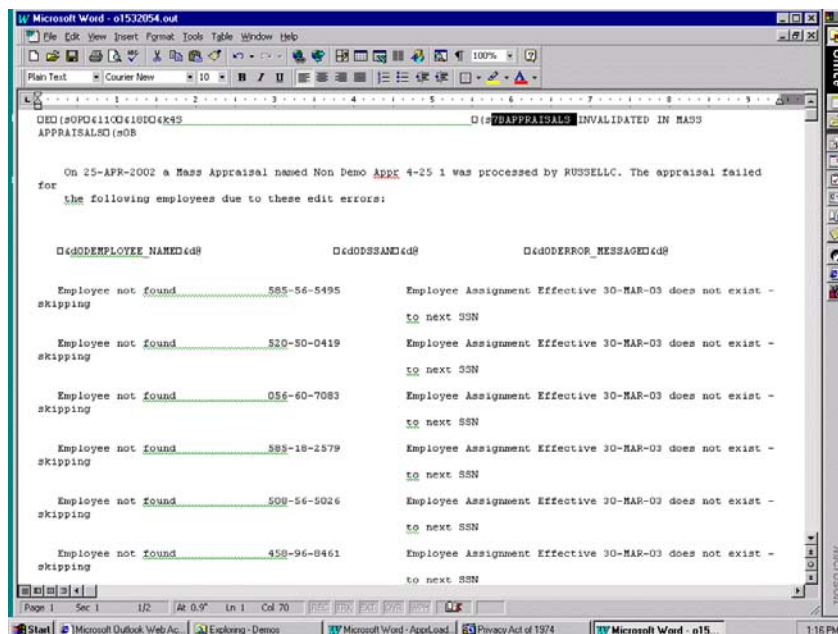
is provided in the ASCII file for Rating of Record except for the following demonstration project records which will be populated as follows:

- a. If the Demo Location Code = 1 or 2 (China Lake and SPAWAR) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will also be blank. Rating of Record Level is not applicable to these two Demonstration Projects.
- b. If the Demo Location Code = 4 (NRL) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows:
  - 1) If Rating of Record = G then populate Rating of Record Level with 3
  - 2) If Rating of Record = N then populate Rating of Record Level with 1
- d. If the Demo Location Code = A (Air Force Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows:
  - 1) If Rating of Record = A then populate Rating of Record Level with 5
  - 2) If Rating of Record = D then populate Rating of Record Level with 4
  - 3) If Rating of Record = G then populate Rating of Record Level with 3
  - 4) If Rating of Record = K then populate Rating of Record Level with 2
- e. If the Demo Location Code = Q (DoD Acq Demo) and the Rating of Record is blank, the Rating of Record Level in the preview screen will be populated as follows:
  - 1) If Owning Agency = AF, NV, DD and Rating of Record = A then populate Rating of Record Level with 5
  - 2) If Owning Agency = AF, NV, DD and Rating of Record = D then populate Rating of Record Level with 4
  - 3) If Owning Agency = AF, NV, DD and Rating of Record = G then populate Rating of Record Level with 3
  - 4) If Owning Agency = AF, NV, DD and Rating of Record = N then populate Rating of Record Level with 1
  - 5) If Owning Agency = AR and Rating of Record = E then populate Rating of Record Level with 5
  - 6) If Owning Agency = AR and Rating of Record = H then populate Rating of Record Level with 4
  - 7) If Owning Agency = AR and Rating of Record = L then populate Rating of Record Level with 3
  - 8) If Owning Agency = AR and Rating of Record = U then populate Rating of Record Level with 1
- f. If the Demo Location Code = R (Army Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows:
  - 1) If Rating of Record = E then populate Rating of Record Level with 5
  - 2) If Rating of Record = H then populate Rating of Record Level with 4

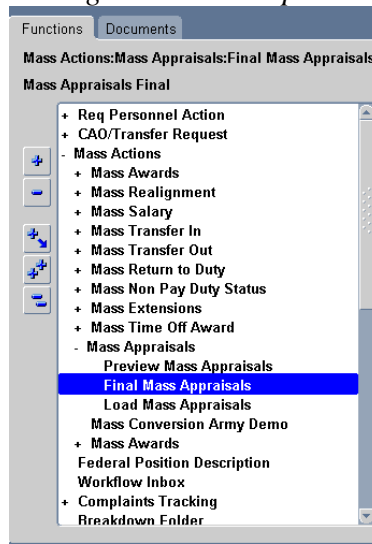
- 3) If Rating of Record = L then populate Rating of Record Level with 3
  - 4) If Rating of Record = U then populate Rating of Record Level with 1
9. Type in the “Date Appraisal Due” and the “Appraisal Period End Date”. *When the appraisal is processed, the Performance Salary on the Salary Award DDF under Extra Information on People/Enter and Maintain is generated based business rules for your component.*
  10. Save the record by clicking on the yellow Floppy Icon on the top line menu.
  11. Click on the “Load” button in the lower right corner of the screen.
  12. Once the load process has completed, you will receive a pop-up message providing you with the Request ID number and the number of records that processed.



13. At this point, select “Help” from the top line menu and select “View My Requests” to check the status of the load process. Hit F8 to re-query checking for the “Phase” to reflect “Complete”. *(Depending on how many organizations you have in your file this may take a little time. When your original job ID says “completed”, all requests are completed.)*
14. Click on the Report button to review the reports generated. You will receive a report listing any records that could not be loaded (i.e., the employee did not have an assignment as of the effective date of the appraisal) as well as a report indicating successful loading of records for each Organization included in your file.



15. Next, click on “Final Mass Appraisals” from the Navigation window. *NOTE: Insure that the “Phase” reflects “Completed” for your “Start Automatic Mass Appraisal Load Process” entry before proceeding with these steps.*

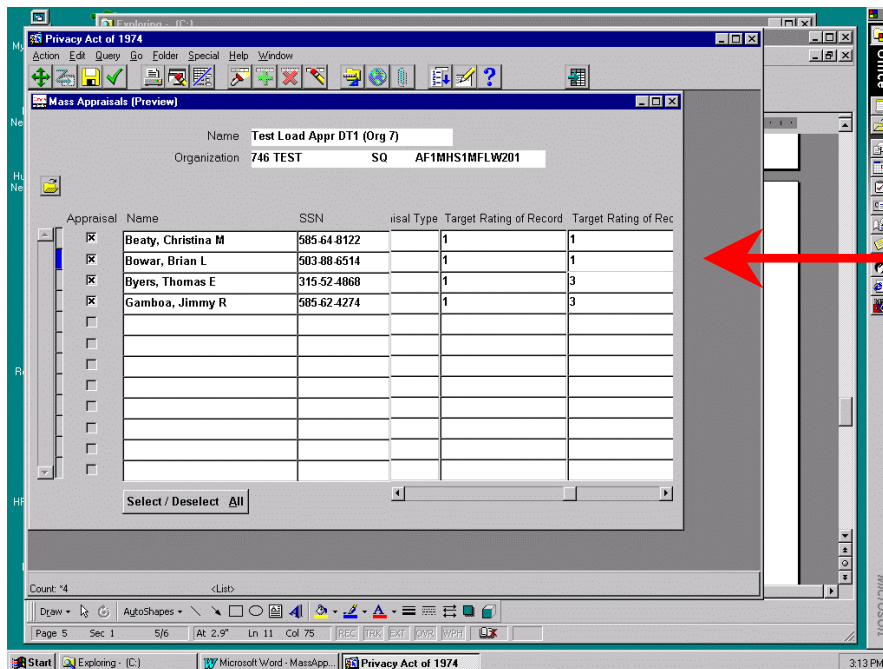


16. When the form comes up, hit F7 and then type in the name of the load you provided in step 6 above followed by the wildcard character (%) and hit F8 to execute the query. If your upload file contains employees from different organizations, the system will append a number after the name you provided in step 6 above for each of the various organizations (i.e., “Test Appraisal Update (Org 1)”, “Test Appraisal Update (Org 2)”, etc.). By adding the % sign after the name, you are assured of finding all organizations that require appraisal processing as a result of your upload. The following step will need to be followed for each organization.

 A screenshot of a software form titled "Mass Appraisals (Final)". The form is divided into several sections. At the top, there are fields for "Name" and "Status". Below these is a "Description" field. The "Source Criteria" section contains fields for "Organization", "Organization Structure ID", "Office Symbol", "PAS Code", "Unit Id Code", "Employing NAFI", and "NAF Activity". The "Appraisal Details" section contains fields for "Appraisal Type" (with a dropdown showing "A"), "Rating of Record Pattern", "Date Appraisal Due", "Appraisal Period End Date", and "Date Effective". At the bottom of the form are three buttons: "Execute", "Validate", and "Preview".

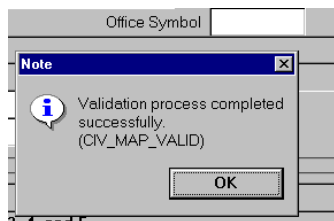
17. Click the Preview button to make sure the right records are selected and they have the correct data in them. To quickly identify all records selected for update, hit F7 to place you in query mode, click the “X” under the Appraisal column to deselect it and then re-click it to select it again. Hit F8 to execute the query. Your list now will only have employees who were included in the load process.

18. When you completed the form for the Load Mass Appraisals, you provided a default value for Rating of Record Level. This value will need to be changed for employees whose Target Rating of Record Level do not match the default value. To quickly identify and update these records, navigate to the Preview screen and use the F7/F8 query function to identify the records based on their value in the Target Rating of Record column. Update the Target Rating of Record Level value on the first employee and use your arrow down button to navigate to the next record. Hit F3 to copy the value from the first employee. Continue using the arrow down and F3 until all records have been updated. Save your changes. Once all changes are made, exit this screen.



Change Rating of Record Pattern and/or Rating of Record Level if required. Preview other data fields as well to insure data was correct in your file; i.e., Date Effective, etc.

19. Click the Validate button. If there are errors, navigate to View My Requests and review the error report that is generated and make any necessary corrections. Once corrected or if there are no errors, click the Execute button. You will receive a message providing the Request ID.



20. After the process has completed successfully, examine the employee's records to verify they were updated with the right information. You will need to look in the "Appr – DOD Acquisition Demo" SIT and in the "US Gov Perf Appraisal" SIT to verify the updates. The demo appraisal SITs are:

Demonstration Project	Special Information Type
China Lake	Appr – China Lake Demo
DoD Acquisition	Appr – DoD Acquisition Demo
NRL	Appr – Naval Research Lab Demo
SPAWAR	Appr – Space Nav Warfare Demo
Warfare	Appr – Warfare Center Demo
Air Force Lab Demo	Appr – Air Force Lab Demo
Army Lab Demo	Appr – Army Lab Demo

In addition to checking the appraisal SITs, for China Lake also verify Bonus Indicator and Bonus Reason, if applicable, was loaded correctly to the Navy Unique Information DDF (People → Enter and Maintain → Extra Information → Navy Unique Information). For SPAWAR also verify the Exception to Midpoint. Demo located in the Navy Unique Information DDF (People → Enter and Maintain → Extra Information → Navy Unique Information) updated correctly.

Privacy Act of 1974

Action Edit Query Go Folder Special Window Help

Prefix Social Security 115-77-2100

Extra Person Information (Ljicj, Tcyt Q)

Type

NAF Additional Person Information

Extra Person Information

Bonus Indicator

Bonus Reason 1

Increments Held

Performance Constraint Ind 1

Pay Plan

Grade

Step

Exception to Midpoint Demo Y

Details

Count: \*0



## Sample Appraisal File Layouts

The ASCII file format:

Maximum Field Length	Value
11	SSN (Format 999-9-9999)
	Comma Delimiter
11	APPR_DATE_EFFECTIVE (Format: DD-MMM-YYY
	Comma Delimiter
1	RATING_OF_RECORD
	Comma Delimiter
1	APPRAISAL_TYPE
	Comma Delimiter
1	BONUS_INDICATOR (Navy Unique Data)
	Comma Delimiter
1	BONUS_REASON (Navy Unique Data)
	Comma Delimiter
1	FACTOR1 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR2 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR3 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR4 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR5 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR6 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR7 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR8 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR9 (Air Force Unique Data)
	Comma Delimiter
1	DEMO_LOCATION_CODE
	Comma Delimiter
1	Exception to Midpoint

**Note:** Insure there are no blank lines at the bottom of the file before loading the file.

**For Air Force:** FACTOR1 through FACTOR9 are concatenated (combined) into one field when updated to DCPDS. The Comma Delimiters between these factors are not mandatory; these factors will load correctly with or without the commas between FACTOR1 thru FACTOR9. *Insure all nine factors are input as required.*

# **Sample Appraisal File Layouts (Non Demonstration Project)**

## **Air Force**

123-99-9999,01-JUN-2003,4,A,,,9,9,9,9,9,9,9,9,9,9  
OR  
123-99-9999,01-JUN-2003,4,A,,,999999999

## **Air Force – GS-15 (Performance Factors excluded):**

234-56-7890,01-JUN-2002,3,A

## **All Other Components:**

234-56-7890,01-JUN-2002,3,A

# **Sample Appraisal File Layouts (Demonstration Projects)**

## **DoD Acq Demo (Air Force) :**

123-99-9999,01-JUN-2003,D,L,,,9,9,9,9,9,9,9,9,9,9,Q  
OR  
123-99-9999,01-JUN-2003,D,L,,,999999999,Q

## **DoD Acq Demo (Non-Air Force) :**

123-99-9999,01-JUN-2003,D,L,,,,,,,,,,,,,Q

## **Navy – China Lake :**

123-99-9999,01-JUN-2003,A,A,J,1,,,,,,,,,,,,,1

## **Navy – SPARWAR:**

123-99-9999,01-JUN-2003,D,A,,,,,,,,,,,,,2,N

## **Navy – Warfare:**

123-99-9999,01-JUN-2003,3,A,,,,,,,,,,,,,3

## **Navy – NRL:**

123-99-9999,01-JUN-2003,G,A,,,,,,,,,,,,,4

## **Air Force Lab Demo:**

123-99-9999,01-JUN-2003,D,A,,,9,9,9,9,9,9,9,9,9,9,A  
OR  
123-99-9999,01-JUN-2003,D,A,,,999999999,A

## **Army Lab Demo:**

123-99-9999,01-JUN-2003,H,L,,,,,,,,,,,,,R